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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 24 January 1956

FROM : Chief, Administrative Training

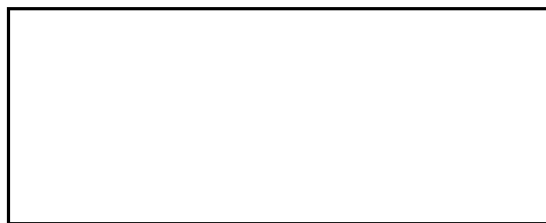
SUBJECT: Weekly Report, 17 - 24 January 1956

1. Two hundred and six pages of [] have gone to
Reproduction. The printing will be completed and the assembled cases
back to us by 1 March 1956, well in time for use in Operations
Support #20. The final stages of getting this case together were
rather hectic and the concerted efforts of []
and [] on Saturday and Sunday saw it through to completion
by Monday morning.

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2. The content of the recently completed training films was
discussed with [] It was determined that these
films would serve a useful purpose in Operations Support. However,
further checking revealed that their use in the current running of
the Operations Course at [] would preclude their being
available to us for the January-February Operations Support. The
possibility of their use in our future courses is being explored.
For your information the film titles are listed below:



h. Instructors' Assessment.

3. [] former Operations Support student, now
with the SR Division, conferred with [] on Case and Agent
Records. [] has been assigned the task of setting up Case
and Agent files for her division and felt that the system presented
in this school would very well meet the needs of SR Division.

4. [] WE Division, has been booked to give the
coverage on Field Project Procedures in the next Operations Support Course.

5. [] presented a finance lecture in the BOC.



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